EMPLOYMENT APPLICATION FORM
(CONTRACTUAL EXECUTIVES)
(PLEASE TYPE OR WRITE IN CAPITAL LETTERS)

Attach Your Recent Photographs (02 Nos.)

A. PERSONAL INFORMATION:

APPLICATION NO.	1. POSITION APPLIED FOR:	
2. NAME:	3. (a) FATHER / HUSBAND'S NAME: DOB: (b) MOTHER'S NAME DOB: 4. FATHER / HUSBAND'S OCCUPATION: 5. POSTION HELD, IF IN SERVICE:	
6. DATE OF BIRTH (DD / MM / YY):	7. AGE AS ON CLOSING DATE ( ) _____ YEARS _____ MONTHS	8.(a) RELIGION_____ SECT_____ (b) NATIONALITY
9. PLACE OF BIRTH:_____	10. CNIC NO: ☐☐☐☐☐ _ ☐☐☐☐☐☐☐ _ ☐	
11. DOMICILE : _____	12. SEX: MALE ☐ FEMALE ☐	13. MARITAL STATUS: SINGLE ☐ MARRIED ☐ DIVORCEE ☐

14. PERMANENT ADDRESS: _____

_____ PHONE: _____

15. CURRENT ADDRESS: _____

_____ PHONE: _____

16. CORRESPODENCE RESIDENTIAL ADDRESS FOR OFFICIAL PURPOSES: _____

_____ PHONE: _____

17. MOBILE. NO ._____ 18. Email: _____

Annexure-IX

B. EDUCATIONAL QUALIFICATION (BEGIN WITH THE MOST RECENT INSTITUTE ATTENDED)

DEGREE / CERTIFICATE TITLE	MAJOR SUBJECTS/ DISCIPLINE	NAME OF SCHOOL/COLLEGE AND UNIVERSITY ETC.	DATES ATTENTED FROM	TO	PASSING DATE	DEGREE OR DIPLOMAS ACQUIRED WITH GRADES/DIVISION	

DEGREE(S) RECOGNIZED BY HEC? **Yes** ☐ **No** ☐

C. PROFESSIONAL/TECHNICAL DETAILS

For Engineers:

PEC Registration No._____ **Validity:** _____

For CA's & ACMA's:

Membership No. _____ **Date:** _____

C . OTHER QUALIFICATIONS (IF ANY) _____

D . FAMILY INFORMATION

IMMEDIATE FAMILY	AGE	RELATIONSHIP	OCCUPATION	BLOOD GROUP

Annexure-IX

23. HAVE YOU EVER UNDERGONE MAJOR SURGERY? Yes ☐ No ☐
IF ANSWER IS YES, PLEASE GIVE DETAILS:

_____

_____

24. HAVE YOU EVER BEEN CONVICTED /ARRESTED FOR ANY OFFENCE OTHER THAN TRAFFIC OFFENCE? Yes ☐ No ☐
IF ANSWER IS YES, PLEASE GIVE DETAILS:

_____

_____

25. APPLICATION IS IN RESPONSE TO : ☐ ADVERTISEMENT (Ref No.) ☐ REFERRED BY ☐ OTHER

E. HOBBIES: _____

F. EMPLOYMENT HISTORY (PLEASE BEGIN WITH THE MOST RECENT EMPLOYMENT AND ACCOUNT FOR ALL UNEMPLOYMENT PERIODS)

S. No	ORGANIZATION /ADDRESS	FROM	TO	POSITION HELD	SALARY (GROSS)	REASONS FOR LEAVING

28. HAVE YOU EVER BEEN PENALIZED FOR MISDEMEANOR IN ANY PREVIOUS EMPLOYMENT? Yes ☐ No ☐
IF ANSWER IS YES, PLEASE GIVE DETAILS:

_____

_____

29. TOTAL POST QUALIFICATION EXPERIENCE: _____ YEARS _____ MONTHS

30. **PRESENT SALARY**:: i) Basic Pay: _____

ii) Allowances: _____

iii) Gross: _____

iv) Any other Perks: _____

EXPECTED SALARY: _____

***Note:**

(Please attach salary certificate from present employer & copies of all attested relevant documents).

Annexure-IX

G. LANGUAGE PROFICIENCY

MENTION YOUR MOTHER TONGUE	LANGUAGE	SPEAK	READ	WRITE
PUSHTO ☐ ENGLISH ☐ URDU ☐ PUNJABI ☐ SINDI ☐ BLOACHI ☐ OTHERS _____	ENGLISH			
	URDU			
	OTHER			

Briefly outline the factors that motivated you to apply for this position?

_____

_____

_____

Briefly analyze the relevance of your experience with the position applied for?

_____

_____

_____

_____

H. REFERENCES KINDLY LIST THE NAMES AND ADDRESSES OF TWO PEOPLE (OTHER THAN RELATIONS) TO WHOM WE CAN REFER (ONE MUST BE FROM YOUR CURRENT EMPLOYER)

NAME	PROFESSION	ADDRESS	CONTACT NO.

I. APPLICANT'S STATEMENT

I confirm that the information given above is true and correct in all respects and is based on facts which can be supported with evidence /documents on demand. I am fully aware that any wrong information contained herein shall render me liable for disqualification at any stage or any other appropriate action by the employer.

Dated:_____ APPLICANT'S SIGNATURE: _____

For Office Use:

Checked By: _____

Annexure-IX